

TRANSFER LETTER AUTHORIZING PERMANENT CHANGE OF OFFICIAL STATION

1. Pursuant to authority vested in me, the transfer of your official station from _____ to _____ is hereby ordered and approved.
2. This change of official station is to be effected as soon as practicable and is to be effective upon arrival at your new post. The transfer is not for your convenience or benefit, or at your request, but in the best interests of the Government. The reimbursement of travel expenses and per diem in lieu of subsistence shall be in accordance with the provisions of the travel order issued in conjunction herewith. Living and quarters allowances at the rates authorized by Budget Circular A-8 shall be paid, effective upon arrival.
Per diem authorized in accordance with Budget Circular A-7.
3. Shipment at Government expense of your household goods and personal effects, including packing, crating, unpacking, uncrating, drayage, and temporary storage not to exceed 60 days, within the prescribed weight allowance is authorized.
4. Movement of your immediate family at Government expense in accordance with prescribed regulations is authorized.

(Approving Officer)